

APPENDIX 2

PROCEDURES FOR HANDLING CHEMICAL SPILLS

RESPONSE ACTIONS TO SPILLS/DISCHARGES

In the event of a spill or discharge of a chemical, one must evaluate whether: 1) the chemical poses a hazard to personnel within the area or the environment, and 2) the chemical can be easily and safely cleaned up.

The attached charts detail response actions for spills or discharges which occur indoors (Spill Chart I) and those which occur outdoors (Spill Chart II). The following instructions are to be used in conjunction with the appropriate chart.

If the spilled material poses a hazard to the personnel in the area or the environment, immediately notify all to evacuate the area and/or building (evacuation procedures are described in Section IV of the Rutgers University Contingency Plan); this can be done verbally or by sounding the fire alarms that are located throughout the building. After evacuation, University Police must be notified as soon as possible.

If the chemical does not pose a threat to the personnel in the area but cannot be easily cleaned up, immediately place paper towels or other absorbents to stop or block the flow (only for liquid), notify the people in the immediate area, then notify University Police and then REHS.

When calling, be sure that you have all the pertinent information to give to the Police.

This would include:

1. The chemical substance involved in the release, if known.
2. An estimate of the quantity.
3. The time and duration of the release, if known.
4. The location of the release, where and onto what surface.
5. Any known or anticipated acute or chronic health risks associated with the spill/discharge, if known.
6. Proper precautions to take as a result of the release, including evacuation, if known.
7. The names and telephone numbers of the person(s) to be contacted for further information.

Radioactive substances are not covered under the federal spill-reporting requirements; if radioactive substances are released to the environment, contact REHS, who will notify the EPA Radiological Response Coordinator.

NOTIFICATION AFTER 5:00 PM

Contact University Police, who will notify a representative of the Rutgers Environmental Health and Safety (REHS) Department. The main function of REHS is to coordinate all actions pertaining to the spill incident. REHS will coordinate and manage the containment and clean-up of the spilled or discharged material and contact the various agencies requiring immediate verbal notification.

EMERGENCY TELEPHONE NUMBERS

New Brunswick and Piscataway Campus Police: 911 via the emergency call system or 932-7211 (24 hours)
Newark Campus Police: (973) 353-5111
Camden Campus Police: (856) 225-6111 or dial 8 from any campus phone
REHS: 445-2550 (8 AM to 5 PM).